



Running the Data Quality Report

Step 1: Click "Show Menu" button

GEORGIA HOUSING AND FINANCE AUTHORITY Training - ClientTrack 15 - Google Chrome

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GABOSTrain01
My Training Organization GA HMIS: HMIS Programs

Welcome GABOSTrain01

News

Welcome to HMIS/ClientTrack Track Training!!
From your administrator Michelle Milliken

The Georgia Department of Community Affairs would like to welcome you to the HMIS/ClientTrack New User Training!

Information and updates related to HMIS/ClientTrack will be posted here so please check back often.

Current Program Enrollments

Program	Cases	Clients
Change Generation - Non Fed Services	1	1
Cobb CoC (CoC:RRH)	2	2
My PATH Street Outreach	2	2
My Training Org - HOPWA - Hotel/Motel	2	2
My Training Org - HOPWA - Housing Information	1	1
My Training Org - HOPWA - Perm Housing Placement	1	2
My Training Org - HOPWA - STRMU	1	1
My Training Org CoC - PSH	15	24
My Training Org ESG - Shelter	21	26
My Training Org ESG - Street Outreach	21	29

2 results found.

Client Name	Begin Date	End Date	Program
Barr, Aaron	12/13/2016		My Training Org ESG - Street Outreach
Island, Marco	12/01/2016		My Training Org CoC - PSH

3:17 AM
5/18/2017

Step 2: Move your cursor over HUD/HMIS Reports and then click HUD Data Quality Report

The screenshot shows the 'HUD/HMIS Reports' menu in the ClientTrack 15 application. The menu is open, displaying a list of report options. The 'HUD Data Quality Report' option is highlighted with a red circle. Below the menu, a table lists various reports and their counts. To the right, a bar chart displays data for different programs, with 'My Training Org ESG - Street Outreach' showing the highest value. Below the chart, a section titled 'My Case Assignments' shows two results found, listing client names, begin dates, end dates, and programs.

Report Name	Count 1	Count 2
Cobb CoC (CoC:RRH)	2	2
My PATH Street Outreach	2	2
My Training Org - HOPWA - Hotel/Motel	2	2
My Training Org - HOPWA - Housing Information	1	1
My Training Org - HOPWA - Perm Housing Placement	1	2
My Training Org - HOPWA - STRMU	1	1
My Training Org CoC - PSH	15	24
My Training Org ESG - Shelter	21	26
My Training Org ESG - Street Outreach	21	29

Client Name	Begin Date	End Date	Program
Barr, Aaron	12/13/2016		My Training Org ESG - Street Outreach
Island, Marco	12/01/2016		My Training Org CoC - PSH

Step 3: Set up the perimeters of your report.

-Date Range will always be the operating year you are reporting on.

-Organization will be your agency name.

-Grants will be the specific grant you are reporting on. Be sure to only choose on grant, and ensure it has the grant number you are working on currently.

-Program will always be PH-Permanent Supportive Housing.

- Click Report button for immediate report access.

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HUD Data Quality Report

Saved Report Settings - To use previously saved report settings, select the desired settings description. To save the current report settings, select Save Settings, type a description of the settings in the Save As field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: -- SELECT --

Date Range - Indicate the time period for this report. Only records that fall within the date range you select will be included.

Date Range List: SELECT

Begin Date: 03/01/2016 to 02/28/2017

Organization - Indicate which organizations should be included in the report by selecting each organization separately, or click the ✓ icon to select all. Note: The list only shows organizations you are authorized to view.

Organization: ✓ My Training Organization ✓

Grant(s) - This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the ✓ icon to select all.

Grant(s):
Filter by Grant(s)
My Training Org - HOPWA - STRMU ✓
My Training Org - HOPWA H/M
✓ My Training Org CoC - PSH
My Training Org ESG - Shelter
My Training Org ESG - SO
My Training Org PSH - PSH

Program - A list of programs based on the grant selected.

Program Type: PH - Permanent Supportive Housing (disability required for entry)

Program: Filter by Program

CoC Filter - You may, optionally, identify a single CoC to filter the report results (HMIS implementations with only one CoC do not need to do so). If specified, this CoC must match either the client's enrollment head of household CoC or (if that is blank) then this location must match one of the CoC locations identified for the associated program.

State Filter for CoC: -- SELECT --

CoC (Optional): -- SELECT --

Report Schedule Report Cancel

If server volume is high, you may schedule the report. To do so, click schedule report and the system will walk you through the steps.

Step 4: Your report has downloaded. Remember to keep this open while you are doing data clean up so that you can refresh after each correction to make sure your error rate is going down. To hide report, minimize the report screen, which will mark it as hidden in the upper right hand corner.

HUD Data Quality Report

3/1/2016 to 2/28/2017

Report Criteria

Organizations: My Training Organization

Grants:

Program Types: PH - Permanent Supportive Housing (disability required for entry)

Q1. Report Validation Table

Total Number of Persons Served	41
Number of Adults (age 18 or over)	27
Number of Children (under age 18)	14
Number of Persons with Unknown Age	0
Number of leavers	17
Number of adult leavers	10
Number of adult and head of household leavers	10
Total Number of Stayers	24
Number of Adult Stayers	17
Number of Veterans	16
Number of Chronically Homeless Persons	8
Number of youth under age 25	0
Number of parenting youth under age 25 with children	0
Number of Adult Heads of Household	25
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	1

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0.00%
Social Security Number (3.2)	22	2	5	70.73%
Date of Birth (3.3)	0	0	0	0.00%

Hidden (1) Sign Out

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